

DCF 252.09 Transportation. The following requirements apply to all camp-provided transportation of children, including both regularly scheduled transportation to and from the camp and field trip transportation:

See DCF 252.04(3g) – DEFINITION OF CAMP-PROVIDED TRANSPORTATION.

If a camp contracts with a bus or private transportation company to provide transportation services for children enrolled in the camp, the rules in this section apply to the bus or private transportation company. The camp's transportation policy should address how the camp will ensure that the rules are met. A written contract between the camp and the transportation company is recommended.

This rule does not apply when a camp contracts for regularly scheduled transportation to and from the local school district school with the local school district bus company if the parent has authorized the release of the child to the school bus company. The Alternate Arrival/Departure Release form may be used to obtain authorization from the parent to have the local school bus company provide the transportation. See Appendix E – INSTRUCTIONS ON OBTAINING DEPARTMENT FORMS.

(1) GENERAL.

(a) The camp shall assume responsibility for a child between the time the child is placed in a vehicle until the child reaches his or her destination and is released to a person responsible for the child.

See DCF 252.41(1)(g)1. – PROCEDURE TO CONTACT A PARENT IF A CHILD IS ABSENT FROM THE CENTER WITHOUT PRIOR NOTIFICATION. If the camp provides transportation services from home to camp, procedure should address how the camp is to be notified that a child is not attending that day (i.e., sign in the window of the home that child is not attending, prior notification to the center that child not attending, a second adult on the vehicle walks to the door to pick up the child, told at the door that child is not attending, etc.). If the center is not notified that a child will not attend, the parent must be notified if the child does not arrive at the camp as expected.

See DCF 252.41 (4) (c) – DAILY ATTENDANCE RECORDS. If the camp picks up the children from his/her home or a designated pick-up or drop-off point, the daily attendance record must indicate at the actual time the child was picked up or/and dropped off.

(c)1. Whenever the camp contracts with a firm for the provision of transportation, the camp shall ensure that the firm complies with all applicable requirements of this subsection.

A written contract is recommended.

2. When services for transportation are contracted, the name, address and telephone number of the contracting firm and the name of a representative of the firm who may be contacted after hours shall be on file at the camp.

(d) When children are transported in school buses as defined in s. 340.01(56), Stats., the school buses shall comply with ch. Trans 300.

(e) When regularly scheduled transportation is provided by the camp, the name of each driver, type of license held and the date of expiration of the license shall be on file at the camp.

The only way to ensure that a driver's license has not been suspended or revoked (and is valid) is through a check of the person's driving record maintained by the Department of Transportation. License suspensions and revocation do not result in the loss of the actual license card. The person may have a driver's lines card that has not expired and still have the actual license suspended or revoked. Information on how to obtain driver license records can be obtained by calling the Department of Transportation at 608-261-2566 or via the Internet at <http://www.dot.wisconsin.gov/drivers/drivers/points/abstract.htm>.

(f) The camp shall maintain a written plan for regularly scheduled transportation of children between the children's homes or camp pick-up and drop-off locations and the camp, which shall include:

1. A list of children transported and the method of taking daily attendance;
2. The transportation route and scheduled stops;

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3. The name and address of the person authorized to receive the child if the child is dropped off at a place other than the child's residence; and

4. Procedures to be followed when the parent or designated authorized adult is not at home to receive the child.

Regularly-scheduled transportation is transportation scheduled at fixed intervals: for example:

- *Transportation that is provided once a month for X number of months for a specific purpose.*
- *Transportation that is scheduled from school to camp or from camp to school on a fixed schedule.*
- *Transportation that is from home to the camp or from the camp to home.*

Occasional emergency transportation and/or field trips on a one-time basis are not considered regularly-scheduled transportation.

(g) The camp shall have written safety precautions to be followed when transporting children with disabilities or children who have a limited ability to respond to an emergency.

(h) The following information shall be carried in the vehicle for each child being transported:

1. An address and telephone number where a parent or other adult can be reached in an emergency.
2. The name, address, and telephone number of the child's physician or medical facility.
3. Written consent from the child's parent for emergency medical treatment.

Note: The licensee may use either the department's form, Child Care Center Transportation Permission, or the licensee's own form to obtain consent of the child's parent for emergency medical treatment. Forms may be obtained from the department's website, <http://dcf.wisconsin.gov>, or from any regional licensing office in Appendix A.

(i) Smoking is prohibited in the vehicle while children are being transported.

See DCF 252.44 (2)(a)8 – SMOKING PROHIBITED ON PREMISES.

(2) DRIVER.

(a) The driver of a vehicle used to transport children enrolled in the camp shall have a valid Wisconsin operator's license for the type of vehicle being driven.

It is recommended that the camp consult with the company that provides liability insurance for transportation regarding a person's driving record.

(b) The camp shall have a copy of the driver's driving record on file before that person may drive a camp-provided vehicle. The licensee shall annually obtain and review each driver's driving record to ensure that the driver has no accidents or traffic violations that would indicate that having children ride with the driver could pose a threat to the children.

Note: Information on how to obtain driver license records can be obtained by calling the Department of Transportation at 608-261-2566 or via the Internet at <http://www.dot.wisconsin.gov/drivers/drivers/points/abstract.htm>.

Examples of offenses that would indicate a driver could pose a threat to the children include but are not limited to the following: multiple violations for speeding or moving vehicle violations, convictions in the past 2 years for operating under the influence of alcohol or a controlled substance, refusal to submit to chemical testing, reckless or inattentive driving. Other offenses may also be considered when determining whether a driver poses a threat to the children.

(c) The driver of a vehicle shall be at least 18 years of age and have at least one year of experience as a licensed driver.

This is in conformity with Wisconsin Statutes 121.55 which prohibit anyone under 18 years old from driving children. No exceptions will be granted.

252.09(3)**(3) VEHICLE.**

(a) All vehicles used to transport children shall be registered by the state of Wisconsin.

(b) All vehicles used to transport children shall be in safe operating condition, and at 12-month intervals the licensee shall provide the department with evidence of the vehicle's safe operating condition on a form provided by the department.

Note: Form, Vehicle Safety Inspection, may be obtained from the department's website at <http://dcf.wisconsin.gov> or from any regional office listed in Appendix A.

The Vehicle Safety Inspection form is to be signed by the owner/employee of a bona fide repair business such as garage, auto repair shop or service station. Name of repair business should appear on vehicle inspection form in addition to signature. Signatures of persons not associated with a firm doing repair business with the public will not be acceptable. If inspection report indicates needed repairs, vehicle must be repaired and inspection form must note the indicated repair or replacement has been completed. See Appendix E for information on obtaining forms.

Buses are inspected for safety by the State Patrol and a sticker issued by the inspector will be accepted in lieu of the Vehicle Safety Inspection form. Bus safety inspections can be scheduled by contacting the state patrol headquarters in the area. A list of regional school bus coordinator contacts is available on the department of transportation website: <http://www.dot.wisconsin.gov/statepatrol/docs/buscoordmap.pdf>.

(c) Vehicles used to transport children shall be equipped with a first aid kit.

(d) All vehicles shall be clean, uncluttered, and free of obstructions on the floors, aisles and seats.

(e) All vehicles shall be enclosed. Children may not be transported in a truck except in the cab.

(f) Children transported in school buses or vehicles built to school bus standards shall be properly seated according to the manufacturer's specifications.

See DCF 252.09 (4) (f) – SEAT REQUIREMENT FOR EACH CHILD.

(g) 1. Each child under 4 years of age or who weighs less than 40 pounds being transported in a vehicle shall be properly restrained in a forward-facing child car safety seat as specified in s. 347.48, Stats.

2. Each child who is at least 4 years of age but less than 8 years, weighing not more than 80 pounds or taller than 4 feet 9 inches shall be properly restrained in a shoulder-positioning child booster seat before being transported in a vehicle as specified in s. 347.48, Stats.

3. Each child not required to be transported in an individual child car safety seat or booster seat shall be properly restrained by a seat belt. Each adult in a vehicle shall be properly restrained by a seat belt. Seat belts may not be shared.

(h) Doors shall be locked at all times when the vehicle is moving.

(i) A copy of any accident report shall be submitted to the department within 5 days after the occurrence of an accident involving a vehicle transporting children.

Camps may submit a copy of a police report or a report completed by the camp.

(4) VEHICLE CAPACITY AND SUPERVISION.

(a) Children may not be left unattended in the vehicle.

(b) When children are transported in a vehicle there shall be at least one adult supervisor in addition to the driver whenever there are more than 3 children who have a disability or limited ability to respond to an emergency.

(c) There shall be at least one adult supervisor in addition to the driver when there are more than 10 children under 5 years of age in the vehicle.

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(d) There shall be at least one adult supervisor in addition to the driver when there are more than 17 children 5 years and older in the vehicle.

(e) After transporting a child to his or her destination, the driver shall wait until the child enters the building or is in the hands of an adult designated by the parent, unless otherwise authorized by the parent.

Note: The licensee may use either the department's form, Alternate Arrival/Release Agreement — Child Care Centers, or the licensee's own form for securing the parent's signed authorization. Information on how to obtain the department's form is on the department's website at <http://dcf.wisconsin.gov> or from any regional office in appendix A.

(f) A seat shall be provided for each child. In a vehicle not required to have seat belts, the camp shall follow the manufacturer's recommendation regarding the capacity of the vehicle.

(g) The driver or adult supervisor shall be responsible for seeing that children remain seated while the vehicle is in motion.

(h) Children under age 13 may not ride in the front seat.

(i) The camp shall implement a procedure to ensure that all children exit the vehicle after transportation to a destination.

<i>See DCF 252.41 (1) (g) 3. – TRANSPORTATION POLICY REQUIREMENT.</i>
